

ROUTING AND TRANSMITTAL SLIP			Date
			03 Dec 87
TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	MS/DA	<i>[Signature]</i>	DEC 4 1987
2.	EXA/DDA	<i>[Signature]</i>	
3.	ADDA	<i>[Signature]</i>	
4.	DDA	<i>[Signature]</i>	07 DEC 1987
5.	DDA/Registry		
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

2-3+4

Attached is copy of OL's response to D/OLA's request for space to consolidate. OL is providing on temporary basis space to consolidate OLA's elements

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

★ U.S.GPO: 1986-0-491-247/20047

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

TRANSMITTAL SLIP		DATE
TO: DDA		30 Nov 87
ROOM NO.	BUILDING	
7D24	Hqs	
REMARKS:		
FROM:		
OL / FMD		
ROOM NO.	BUILDING	EXTENSION
3E14	Hqs	

1 DEC 1987



MEMORANDUM FOR: Director of Leadership Analysis

VIA: Deputy Director for Administration
Deputy Director for Intelligence

FROM: John M. Ray
Director of Logistics

SUBJECT: Acquisition of Space for Office Consolidation

1. Please excuse my delay in responding to your request. As you are aware, the timing of construction in the Original Headquarters Building (OHB) is tied directly to the occupancy dates for the New Headquarters Building. We wanted to let the latter schedule firm up before responding to you, as a change in the OHB construction schedule could have a direct impact on our answer.

2. As it stands right now, we can let you have, on a temporary basis, the approximately 2,000 square feet of space in Room 1H5126 when it is vacated by the Office of Information Technology. Room 1H5118 is not scheduled to be vacated by the Information Management Staff until considerably later, and it is already spoken for. The 3rd and 5th floor elements you wish to relocate will probably both fit in Room 1H5126 with a little belt-tightening, a situation becoming more and more prevalent in OHB these days.

3. We do consider your occupancy of Room 1H5126 to be temporary. The Political Psychology Division and the VIP Medical Division will be folded into the main Office of Leadership Analysis (OLDA) body on the 1st floor when your spaces are reconfigured. At that time, Room 1H5126 will transfer permanently to another occupant. Based on the number of positions budgeted for OLDA through 1993, the occupants to be housed in Room 1H5126 were taken into consideration when the OLDA final space allocation was calculated for the Backfill Program. The calculation was based on a standard applied to each office remaining in OHB. We know it's going to be a tight fit, but at least it will be an equitable distribution. The Backfill staff and the architectural and engineering firm they have hired to assist them will work closely with you to ensure the best possible office layout.

STAT



John M. Ray

OL 10318-87

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Acquisition of Space for Office Consolidation

STAT

OL/FMD



(30 November 1987)

Distribution:

- Orig - Addressee
- 2 - DDA
- 1 - DDI
- 1 - OL Files
- 1 - OL/FMD/Chrono
- 1 - OL/FMD/Official
- 1 - OL/FMD/HCS

Page Denied

Next 1 Page(s) In Document Denied

30 October 1987

MEMORANDUM FOR: Director of Logistics

VIA: Chief, Facilities Management Division

FROM: Helene L. Boatner
Director of Leadership Analysis

SUBJECT: Acquisition of Space for Office Consolidation

John -


1. This memorandum is to request approval for the consolidation of the Office of Leadership Analysis by moving our Political Psychology Division (PPD) and VIP Medical Division into two first-floor spaces -- 1H5126 which is about to be vacated by OIT and a second smaller area (1H5118) now occupied by DO/IMS, but apparently seldom used. Total space for this area approximates that which would be vacated by the two divisions in 5G03 and 3G00 respectively. (See attached floor plan.)

2. For your background, the two divisions have been separated from the main body of the office since LDA was created in mid-1986. Because these groups represent important analytical assets, I believe it is important to the mission of the office to move them to close proximity. Moreover, PPD must move anyway because it is in space about to be taken over by OIA.

3. CIT's current plan to vacate the space in question seems to present an opportunity to effect this move. Finding permanent space on the first floor for the Psychologists and Medical Doctors would reduce the number of currently foreseen moves for them and would ease EURA and OGI's situation as well, as they move into swing space.

4. Thank you for your attention to this matter, which I deem of great importance to my office.

STAT


Helene L. Boatner

Attachment:
As stated

ADMINISTRATIVE - INTERNAL USE ONLY

2/688X-87

SUBJECT: Acquisition of Space for Office Consolidation

CONCUR:

STAT

[Redacted Signature Box]

30 OCT 1987

Chief, Management, Planning and Services Staff

Date

APPROVED:

Director of Logistics

Date

ADMINISTRATIVE - INTERNAL USE ONLY